

## **MBO: Consultant Gender and Social Inclusion Reporting Analyst**

**Location: Washington, DC. MCC Headquarters**

### **MCC-16-RFQ-0045**

1. This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotes are being requested and a written solicitation will not be issued. The solicitation number is **MCC-15-RFQ-0045** and is issued as a Request for Quotations (RFQ). This solicitation document incorporates all mandatory commercial item provisions and clauses currently in effect in the latest **Federal Acquisition Circular (FAC)** ([www.acquisition.gov/far/fac.html](http://www.acquisition.gov/far/fac.html)).
2. The North American Industrial Classification System (NAICS) code is **541611** and the small business size standard is **\$15.0 million**.
3. FAR Clauses 52.212-1 through 52.212-5 apply to this procurement. The exact text and wording of clauses and provisions may be obtained from the Internet at <http://acquisition.gov/far/index.html>. The Government contemplates the award of a Time and Materials Order resulting from this solicitation. NOTE: **An Addendum to FAR clause 52.212-4 Contract Terms and Conditions-Commercial Items, (Alt I) and MCC-52.204-70 Security Requirements for Contractor Personnel are attached.**
4. The Millennium Challenge Corporation (MCC) is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected countries that demonstrate a commitment to just and democratic governance economic freedom, and investments in their citizenry. For more information on the MCC, please visit [www.mcc.gov](http://www.mcc.gov).
5. THIS ANNOUNCEMENT IS FOR AN INDEPENDENT CONSULTANT AND IS NOT FOR INDIVIDUALS SEEKING EMPLOYMENT DIRECT WITH MCC. PLEASE VISIT: <http://www.irs.gov/business/small/index.html> FOR INFORMATION REGARDING INDEPENDENT CONTRACTORS. Note: MCC will assist the consultant in coordinating with an Independent Contractor Engagement Services Provider for payroll, travel, international travel insurance, etc., therefore, a DUNS number and registration in System for Award Management (SAM) is not required.
6. **Description of Services:** The Millennium Challenge Corporation (MCC) seeks the services of an entry level analyst on a consultancy basis to support the team in its country technical support and compact-related work, including but not limited to, knowledge management, research, report writing, outreach and communication efforts, and other tasks to improve capacity among our country counterparts.

7. This combined synopsis and solicitation notice is a request for competitive quotations. Therefore, all quotations received prior to the RFQ close date will be considered.
8. The Government will award an order to the responsible independent consultant(s) whose quote conforming to this notice represents the best value in terms of technical criteria, past performance and price. All non-price factors (technical criteria and past performance) are more important than price. If options are included, quotes will be evaluated by adding the total price for all options to the total price for the basic requirement. Evaluation of options shall not obligate the Government to exercise the options(s).
9. **Evaluation Factors:** Only quotes which meet the required technical evaluation criteria will be considered.

#### **TECHNICAL EVALUATION CRITERIA**

##### **Mandatory qualifications:**

- B.A in sociology, anthropology, international affairs, communications, or relevant field;
- Demonstrated knowledge of and experience with database management and MS applications (Word, Excel, Access, Power Point);
- Minimum of one year of experience and/or training in social and gender analysis and international development;
- Demonstrated strong research and analytical skills;
- Demonstrated experience compiling and writing reports;
- Demonstrated strong communication skills.

##### **Preferred qualifications:**

- Proficiency at level 3/3 in French desirable;
- Graduate-level Degree in related fields is desirable;
- Demonstrated experience with SharePoint and MS Project software is desirable.

**MCC reserves the right to interview candidates.**

#### **PAST PERFORMANCE**

Three (3) professional references for relevant work performed during the past three years.

#### **PRICE**

The Government will examine the proposed rate for reasonableness.

10. **Exclusion of Quotes and Communications:** At any time prior to award, including upon receipt of quotes, the Government may exclude a quote from further consideration for reasons such as (but not limited to): non-compliance with instructions related to this solicitation; the quote is not among the most highly rated; or the quote is not likely to be selected for award. The Government need not notify an offeror that its quote has been excluded from further consideration nor need it provide the offeror with a pre-award debriefing. However, the offeror will be provided post-award notification and if requested, a brief explanation of the basis of the award decision.

After receipt of quotes, the Government will conduct an evaluation. The Government intends to evaluate quotes and issue a contract/ order without communications with offerors. However, during the evaluation process, the Government may, solely at its discretion, communicate with an offeror for any purpose, such as to gain a better understanding of the quote. As a result of such communication, the Government may allow offerors to submit quote revisions. If quote revisions are allowed, the Government may, solely at its discretion, impose non-common due dates for the revisions. In other words, the Government may elect to have a quote revision date for an offeror that is different than the quote revision date for another offeror(s). The Government need not conduct communications with all offerors. Rather, the Government may, at its discretion, conduct communications with one or only some offerors. Furthermore, the Government need not permit all offerors to submit quote revisions. Rather, the Government may, at its discretion, seek quote revisions from only one or only some offerors.

11. **Evaluation Methodology:** The Government will perform an analysis of quotes and will assess the advantages and disadvantages of each quote as related to the Evaluation Factors. Multiple awards may be made from this notice and all quotes will be retained and may be utilized for requirements for a period of 12 months. Resulting additional requirements that are awarded utilizing quotes from this action may include a base year and up to four (4) option years.
12. **Quote Deadline:** Independent Consultants are invited to submit their quotations in response to this notice by **10:00 am Eastern Standard Time (EST), January 29, 2015**. Only e-mailed requests for additional information will be accepted at [mccconsultants@mcc.gov](mailto:mccconsultants@mcc.gov) and [brookac@mcc.gov](mailto:brookac@mcc.gov) by 10:00 am eastern standard time on **January 19, 2015**. Quotations submitted in response to this notice shall include the solicitation number AND description in the subject line and be signed, dated and submitted via email to [mccconsultants@mcc.gov](mailto:mccconsultants@mcc.gov) and [brooksac@mcc.gov](mailto:brooksac@mcc.gov). The maximum file size is 10mb.
13. **Quote Submission:** The Individual Consultant shall submit the following documents:
  - **Technical:** (1) Cover letter that addresses all technical criteria as listed in this solicitation (**5 pages maximum**); (2) Curriculum Vitae (**15 page maximum**);
  - **Past Performance:** Three professional references;
  - **Price:** Bio-Data Form which includes the independent consultant's proposed rate and salary history. See Attachment.

**PLEASE DO NOT COMBINE DOCUMENTS INTO ONE (1) ATTACHMENT.  
DOCUMENTS A, B, AND, C MUST BE IN A SEPARATE FILE ATTACHMENTS  
LABELED AS:**

**ATTACHMENT A –TECHNICAL**

**ATTACHMENT B – PAST PERFORMANCE**

**ATTACHMENT C –PRICE BIO DATA**

14. FAR 52.212.3, Offeror Representations and Certifications - Commercial Items shall be required from the selected consultant, prior to the time of award.
15. There are no additional contract requirements(s) necessary for this acquisition other than those consistent with customary commercial practices.
16. See attached documents entitled:
  - (1) MCC-16-RFQ-0045 Addendum to FAR Clause 52.212-4;
  - (2) MCC-16-RFQ-0045 Security Requirement MCC.52.204-70
  - (3) MCC-16-RFQ-0045 MCC Bio-Data Form;
  - (4) MCC-16-RFQ-0045 Statement of Work; and
  - (5) MCC-16-RFQ-0045 FBO Description.